



# AGENDA

## Finney County Committee on Aging, Inc.

Finney County Senior Center Meeting Room • 907 North 10<sup>th</sup>, Garden City, KS 67846  
Thursday, February 19, 2026 • 1:30 pm – 3:30 pm

INVOCATION & CALL TO ORDER..... Nathan Haeck

### APPROVAL OF AGENDA

INSTALLATION OF NEW MEMBERS OF THE BOARD ..... Alissa Rankin

PUBLIC COMMENT ..... Public

### CONSENT AGENDA

- Approval of Minutes: January 15, 2026
- Staff Reports: January 2026
  - RSVP
  - Client Services

TREASURER’S REPORT ..... Hilary Whiteley

TRANSIT DIRECTOR’S REPORT ..... Joe Hopkins

EXECUTIVE DIRECTOR’S REPORT ..... Alissa Rankin

### OLD BUSINESS

- New Board Members:
  - Verlene Kunz – Term through 12/31/2027 (finishing Von’s term)
  - Shelley Stroup – Term through 12/31/28
- Updates to Personnel Policies

### NEW BUSINESS

- Bus bike rack quotes (Joe & all)
- Draft Annual Maintenance Plan (Alissa & all)

### FCCA QUESTIONS & COMMENTS

- |            |           |
|------------|-----------|
| • Nathan   | • Kelly   |
| • Carol    | • Shelley |
| • Jennifer | • Verlene |
| • Kathy    |           |

### ANNOUNCEMENTS

### EXECUTIVE SESSION

“Mister Chairperson, I move to recess into executive session to discuss matters of non-elected personnel, performance or salary or real property which are deemed confidential. We will reconvene into open meeting in the \_\_\_\_\_ room at \_\_\_\_\_ pm.”

### ADJOURNMENT



## **Installation of New Board Members**

February 19, 2026

The Finney County Committee on Aging, Inc. is a committee of citizens from Finney County, Kansas, which have been appointed by and serve at the pleasure of the Finney County Board of Commissioners whose purpose is to faithfully execute the by-laws of the Committee in order to enrich, education, and serve the Senior Citizens of Finney County.

You have been appointed to the Finney County Committee on Aging because the County Commissioners believe you to be their worthy representative. They believe you to possess the qualities of leadership which will embrace and carry out their vision.

Appointment to this board is both an honor and privilege, and with this privilege comes personal and organizational responsibilities. In accepting this position on the Board, you are making a commitment both to serve and to lead this Board according to our shared values and principles.

Do you so commit?

Answer: "I will."

Will you each work in united effort toward the fulfillment of our bylaws in the service of senior citizens of Finney County?

Answer: "I will."

The present and the future of the Finney County Committee on Aging now rest on your beliefs and abilities, your commitment, and powers of implementation.

Members of the Finney County Committee on Aging, here are your new members for the coming years. Verlene Kunz will serve two years through December 31, 2027, completing the unfinished portion of the previous director's term. Shelley Stroup will serve three years through December 31, 2028. They will need your encouragement and support. Do you pledge them your loyalty, your cooperation, in names of the senior citizens of this community?

All members answer: "I will."

With full commitment and a bond of trust established by this ceremony you are now duly installed as members of the Board of Directors for the Finney County Committee on Aging. Welcome.

# FINNEY COUNTY COMMITTEE ON AGING

Minutes for January 15, 2026

## FCCA PRESENT

Nathan Haeck      Kathy Pool  
Carol Hauschild      Kelly Munyan

## STAFF PRESENT

Hilary Whiteley      Caroline Casper  
Alissa Rankin

Absent: Jennifer Mongeau

County Commissioner: None

Guest(s): Tom Howard – Senior Liaison, Bruce Glass, Manny Ortiz, Shelley Stroup

## INVOCATION

### CALL TO ORDER:

Nathan called the meeting to order at 1:30pm.

### APPROVAL OF AGENDA:

Kelly moved to approve the agenda with the following changes: Add: reorganization of the board for officers. Kathy seconded. Motion carried.

### 2026 FCCA OFFICER ELECTIONS:

Carol nominated Nathan to be Chair. Kathy seconded. Motion carried.

Nathan nominated Kelly to be Vice Chair. Carol seconded. Motion carried.

Nathan nominated Jennifer to be Treasurer. Carol seconded. Motion carried.

Nathan nominated Carol to be Secretary. Kathy seconded. Motion carried.

### PUBLIC COMMENT:

None.

### SENIOR LIAISON COMMENTS:

Tom Howard commented he is going to resign as the senior liaison until he can become a voting member.

### CONSENT AGENDA:

Kelly moved to approve the consent agenda. Carol seconded. Motion carried.

### TREASURER'S REPORT:

December 2025 reports attached. Kathy moved to accept the treasurer's reports. Carol seconded. Motion carried.

### TRANSIT REPORT:

Joe Hopkins: Report attached.

**EXECUTIVE DIRECTOR'S REPORT:**

Alissa Rankin: Report attached.

**OLD BUSINESS:**

1. **Holiday Discussion:** Kathy moved to adopt the holiday policy as-is and add a floating holiday where employees can choose to use their time one week before, the week of, and one week after the Juneteenth Holiday (June 19<sup>th</sup>), with administrative approval. Kelly seconded. Motion carried.
2. **New Board Members:** Tabled until next meeting.

**NEW BUSINESS:**

1. **Architect Video & Media Proposal:** Kathy moved to approve the proposal from The Architect. Carol seconded. Motion carried.
2. **Updates to Personnel Policies:** Alissa went over proposed changes to the personnel policies. The board was to review the proposal and email Alissa individually with any questions/ideas. Tabled until next meeting.

**FCCA QUESTIONS AND COMMENTS:**

Nathan – None

Carol – None

Jennifer – n/a

Kelly – None

Kathy – None

**ANNOUNCEMENTS:**

Next FCCA Board meeting will be on Thursday, February 19<sup>th</sup>, 2026, at 1:30pm.

**ADJOURNMENT:**

Kelly moved to adjourn at 2:54pm. Carol seconded. Motion carried.

Respectfully submitted,

---

Nathan Haeck

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Carol Hauschild



January 2026

**January 2026**

Common Sprit  
 410 E. Walnut Street  
 Garden City, Kansas 67846

The following are the meals ordered by the Meals on Wheels program for January 2026.

<b>Number of Meals</b>	<b>Cost</b>	<b>Total</b>
1705	\$4.80	\$8184.00
<b>Number of Sack Lunches</b>	<b>Cost</b>	<b>Total</b>
200	\$4.80	\$ 960.00
		<b>Total Cost</b>
		<b>\$9,144.00</b>

**Friendship Meal Data**

Number of Meals Served: 1085  
 Payment to Common Sprit for \$3,832  
 Days of Operation: 19 with 2 snow days.  
 Income for the month \$1,925.00  
 Grant received \$0.00

**Activities:**

Celebrated "NOON" New Year's Eve party (thanks Jessica for the idea). We kicked off the NYE party with noise makers, party hats and Champaign (Shirley temple bubbly) some Senior's shared stories from their past celebrations. A lot of fun was had by all.

The month of January we had crafts, guest speakers, fitness classes, cards movies and eating at the Golden Correll on Fridays is the heartbeat of the Center.

Were looking to keep that spark "alive heading into February.

**New Business/ Updated**

Meals on Wheels established a Meals on Wheels board. Our board is focusing on three critical areas for 2026.

1. Closing the funding Gap and securing resources.
2. Expanding beyond food. We are working with RSVP to expand safety checks, social visits, and weekly phone calls.
3. New delivery technology, purchasing new delivery bags, and expanding routes.

The board will meet on the second Tuesday of the month at 9 am.

Respectfully submitted,

Caroline Casper Director of Community Services

**RSVP**  
**January 2026**

**We received our training materials late this year for taxes because of the Government shut down. Anyone who is a Site Coordinator, Preparer or Quality Reviewer must be certified in: Code of Conduct, Intake/Interview, Basic and Advanced certifications. Certifications are a requirement by the IRS and completed through Link & Learn. The IRS provides the software we use. We are a virtual-drop off site. We will start preparing tax returns the first part of February.**

**I completed the mid-year report for United Way, W-2's and all other year-end tax documents were completed and submitted. I completed the Federal grant and Ashley submitted it. I participated in AmeriCorps Seniors Technical Assistance call and United Way Zoom call.**

**Volunteers made 184 cards for the nursing home residents, collated mailings for Senior Center, High Plains Public Radio and Trinity Lutheran Church. The "Cookie Brigade" baked 48 dozen cookies for our first responders. Delivered Meals on Wheels the Week of the 12<sup>th</sup> and labeled clam shells for MOW's .**

**Marty Dinkel**

**RSVP Director**

10:44 AM  
 02/16/26  
 Accrual Basis

**Finney County Committee on Aging, Inc.**  
**Balance Sheet**  
 As of January 31, 2026

	Jan 31, 26	Jan 31, 25
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings	90,525.88	0.00
10000.8 · WSB - CD (5month)	10,445.79	10,087.02
10000.7 · WSB - Nutrition	170,553.23	164,695.51
10000.5 · WSB - Programming	128,514.61	124,100.74
10000.4 · WSB - City Link	236,082.20	227,973.89
10000.3 · WSB - Mini Bus	28,750.58	27,763.14
10000.2 · WSB - Meals on Wheels	732,906.63	1,009,249.52
10000.1 · WSB - Operating	655,261.14	266,004.78
10000 · WSB Checking	329.08	329.08
10100 · Petty Cash		
<b>Total Checking/Savings</b>	2,053,369.14	1,830,203.68
<b>Total Current Assets</b>	2,053,369.14	1,830,203.68
<b>Fixed Assets</b>		
15161 · Land, at cost	717,668.12	717,668.12
15164 · Bldg & Outside Improvements	914,258.28	914,258.28
15000 · Furniture and Equipment	26,518.07	26,952.08
16400 · Vehicles	881,369.33	726,137.23
<b>Total Fixed Assets</b>	2,539,813.80	2,385,015.71
<b>TOTAL ASSETS</b>	4,593,182.94	4,215,219.39
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Other Current Liabilities	189,602.96	199,848.06
22000 · Deferred revenues	2,377.73	559.45
24000 · Payroll Liabilities	191,980.69	200,407.51
<b>Total Other Current Liabilities</b>	191,980.69	200,407.51
<b>Total Current Liabilities</b>	191,980.69	200,407.51
<b>Total Liabilities</b>	191,980.69	200,407.51
<b>Equity</b>		
31500 · Temp. Restricted Net Assets	1,058,872.93	1,058,872.93
32000 · Unrestricted Net Assets	3,076,536.66	2,842,764.03
Net Income	265,792.66	113,174.92
<b>Total Equity</b>	4,401,202.25	4,014,811.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	4,593,182.94	4,215,219.39

**Finney County Committee on Aging, Inc.**  
**Profit & Loss by Class - Month**  
**January 2026**

	SC	MOW	Nutrition	FCT	TOTAL	
	Jan 26	Jan 26	Jan 26	Jan 26	Jan 26	Jan 25
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
40000 · Grants / Contracts	16,155.09	35,703.17	5,679.42	356,218.42	413,756.10	114,596.58
41000 · Local Match	0.00	0.00	0.00	417.00	417.00	535.00
47200 · Program Income	0.00	4,612.80	0.00	2,107.52	6,720.32	8,973.24
43500 · Donation / Memorial Income	67.00	1,100.00	200.00	0.00	1,367.00	137,425.50
44000 · Other Revenue (Nonmatch)	8,190.83	85.21	30.96	1,127.84	9,434.84	4,696.76
<b>Total Income</b>	<b>24,412.92</b>	<b>41,501.18</b>	<b>5,910.38</b>	<b>359,870.78</b>	<b>431,695.26</b>	<b>266,227.08</b>
<b>Gross Profit</b>	<b>24,412.92</b>	<b>41,501.18</b>	<b>5,910.38</b>	<b>359,870.78</b>	<b>431,695.26</b>	<b>266,227.08</b>
<b>Expense</b>						
60000 · Payroll Expenses	10,863.70	7,940.36	5,988.85	97,469.76	122,262.67	128,600.12
60900 · Advertising	0.00	0.00	0.00	410.29	410.29	114.20
62100 · Contract Services	150.00	17,880.00	0.00	0.00	18,030.00	150.00
62800 · Facilities and Equipment	4,887.35	24.99	0.00	3,648.89	8,561.23	10,247.73
63000 · Office Expenses	172.70	0.00	0.00	8.71	181.41	1,092.89
64000 · Vehicle Related Expenses	47.12	228.73	0.00	5,595.67	5,871.52	8,660.75
65000 · Communications	28.70	22.75	14.70	234.35	300.50	640.47
65100 · Other Types of Expenses	9,764.68	0.00	0.00	160.00	9,924.68	1,107.00
66000 · Dept. Expenses	0.00	233.74	124.47	0.00	358.21	2,349.66
68300 · Travel and Meetings	0.00	0.00	0.00	0.00	0.00	89.34
69010 · Bank / Interest Fees	0.00	0.00	0.00	2.09	2.09	0.00
<b>Total Expense</b>	<b>25,914.25</b>	<b>26,330.57</b>	<b>6,128.02</b>	<b>107,529.76</b>	<b>165,902.60</b>	<b>153,052.16</b>
<b>Net Ordinary Income</b>	<b>-1,501.33</b>	<b>15,170.61</b>	<b>-217.64</b>	<b>252,341.02</b>	<b>265,792.66</b>	<b>113,174.92</b>
<b>Net Income</b>	<b>-1,501.33</b>	<b>15,170.61</b>	<b>-217.64</b>	<b>252,341.02</b>	<b>265,792.66</b>	<b>113,174.92</b>

**Finney County Committee on Aging, Inc.**  
**Profit & Loss by Class - YTD**  
 January 2026

	SC	MOW	Nutrition	FCT	TOTAL	
	Jan 26	Jan 26	Jan 26	Jan 26	Jan 26	Jan 25
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
40000 · Grants / Contracts	16,155.09	35,703.17	5,679.42	356,218.42	413,756.10	114,596.58
41000 · Local Match	0.00	0.00	0.00	417.00	417.00	535.00
47200 · Program Income	0.00	4,612.80	0.00	2,107.52	6,720.32	8,973.24
43500 · Donation / Memorial Income	67.00	1,100.00	200.00	0.00	1,367.00	137,425.50
44000 · Other Revenue (Nonmatch)	8,190.83	85.21	30.96	1,127.84	9,434.84	4,696.76
<b>Total Income</b>	<b>24,412.92</b>	<b>41,501.18</b>	<b>5,910.38</b>	<b>359,870.78</b>	<b>431,695.26</b>	<b>266,227.08</b>
<b>Gross Profit</b>	<b>24,412.92</b>	<b>41,501.18</b>	<b>5,910.38</b>	<b>359,870.78</b>	<b>431,695.26</b>	<b>266,227.08</b>
<b>Expense</b>						
60000 · Payroll Expenses	10,863.70	7,940.36	5,988.85	97,469.76	122,262.67	128,600.12
60900 · Advertising	0.00	0.00	0.00	410.29	410.29	114.20
62100 · Contract Services	150.00	17,880.00	0.00	0.00	18,030.00	150.00
62800 · Facilities and Equipment	4,887.35	24.99	0.00	3,648.89	8,561.23	10,247.73
63000 · Office Expenses	172.70	0.00	0.00	8.71	181.41	1,092.89
64000 · Vehicle Related Expenses	47.12	228.73	0.00	5,595.67	5,871.52	8,660.75
65000 · Communications	28.70	22.75	14.70	234.35	300.50	640.47
65100 · Other Types of Expenses	9,764.68	0.00	0.00	160.00	9,924.68	1,107.00
66000 · Dept. Expenses	0.00	233.74	124.47	0.00	358.21	2,349.66
68300 · Travel and Meetings	0.00	0.00	0.00	0.00	0.00	89.34
69010 · Bank / Interest Fees	0.00	0.00	0.00	2.09	2.09	0.00
<b>Total Expense</b>	<b>25,914.25</b>	<b>26,330.57</b>	<b>6,128.02</b>	<b>107,529.76</b>	<b>165,902.60</b>	<b>153,052.16</b>
<b>Net Ordinary Income</b>	<b>-1,501.33</b>	<b>15,170.61</b>	<b>-217.64</b>	<b>252,341.02</b>	<b>265,792.66</b>	<b>113,174.92</b>
<b>Net Income</b>	<b>-1,501.33</b>	<b>15,170.61</b>	<b>-217.64</b>	<b>252,341.02</b>	<b>265,792.66</b>	<b>113,174.92</b>

**Finney County Committee on Aging, Inc.**  
**Profit & Loss Budget vs. Actual**  
January 2026

	SC		MOW		Nutrition		FCT		TOTAL			BUDGET		% of Budget
	Jan 26		Jan 26		Jan 26		Jan 26		Jan 26	Jan 25	Jan 26	Budget		
Ordinary Income/Expense														
Income	16,155.09		35,703.17		5,679.42		356,218.42		413,756.10	114,596.58	413,756.10	2,455,700.00		16.85%
40000 · Grants / Contracts	0.00		0.00		0.00		417.00		535.00	417.00	417.00	10,600.00		3.93%
41000 · Local Match	0.00		4,612.80		0.00		2,107.52		6,720.32	8,973.24	6,720.32	108,000.00		6.22%
47200 · Program Income	67.00		1,100.00		200.00		0.00		1,367.00	137,425.50	1,367.00	98,195.00		1.39%
43500 · Donation / Memorial Income	8,190.83		85.21		30.96		1,127.84		9,434.84	4,696.76	9,434.84	11,745.00		80.33%
44000 · Other Revenue (Nonmatch)	0.00		0.00		0.00		0.00		0.00	0.00	0.00	56,957.00		0.0%
49000 · Prior Years Carryover	24,412.92		41,501.18		5,910.38		359,870.78		431,695.26	286,227.08	431,695.26	2,741,197.00		15.75%
Total Income	24,412.92		41,501.18		5,910.38		359,870.78		431,695.26	286,227.08	431,695.26	2,741,197.00		15.75%
Gross Profit														
Expense	10,863.70		7,940.36		5,988.85		97,469.76		122,262.67	128,600.12	122,262.67	1,368,612.00		8.93%
60000 · Payroll Expenses	0.00		0.00		0.00		410.29		114.20	410.29	410.29	12,500.00		3.28%
60900 · Advertising	150.00		17,880.00		0.00		0.00		18,030.00	150.00	18,030.00	200,237.00		9.0%
62100 · Contract Services	4,887.35		24.99		0.00		3,648.89		8,561.23	10,247.73	8,561.23	203,690.00		4.2%
62800 · Facilities and Equipment	172.70		0.00		0.00		8.71		181.41	1,092.89	181.41	16,850.00		1.08%
63000 · Office Expenses	47.12		228.73		0.00		5,595.67		5,871.52	8,660.75	5,871.52	348,669.00		1.68%
64000 · Vehicle Related Expenses	28.70		22.75		14.70		234.35		300.50	640.47	300.50	12,573.00		2.39%
65000 · Communications	9,764.68		0.00		0.00		160.00		9,924.68	1,107.00	9,924.68	45,976.00		21.59%
65100 · Other Types of Expenses	0.00		233.74		124.47		0.00		358.21	2,349.66	358.21	19,500.00		1.84%
66000 · Dept. Expenses	0.00		0.00		0.00		0.00		89.34	0.00	0.00	6,590.00		0.0%
68300 · Travel and Meetings	0.00		0.00		0.00		2.09		2.09	0.00	0.00	0.00		100.0%
69010 · Bank / Interest Fees	25,914.25		26,330.57		6,128.02		107,529.76		165,902.60	153,052.16	165,902.60	2,235,197.00		7.42%
Total Expense	-1,501.33		15,170.61		-217.64		252,341.02		265,792.66	113,174.92	265,792.66	506,000.00		52.53%
Net Ordinary Income														
Other Income/Expense														
Other Expense	0.00		0.00		0.00		0.00		0.00	0.00	0.00	506,000.00		0.0%
80100 · Capital Purchases	0.00		0.00		0.00		0.00		0.00	0.00	0.00	506,000.00		0.0%
Total Other Expense	0.00		0.00		0.00		0.00		0.00	0.00	0.00	-506,000.00		0.0%
Net Other Income	-1,501.33		15,170.61		-217.64		252,341.02		265,792.66	113,174.92	265,792.66	0.00		100.0%
Net Income														



**FCT MONTHLY REPORT**

January 2026

<b>City Link</b>	<b>Mini Bus</b>
2999	832

<b>January</b>	<b>2026</b>
13	FTC Meeting
15	FCCA Board Meeting
23	Closed due to weather
26	Closed due to weather

<b>February</b>	<b>2026</b>
16	Reveal meeting
17	FCTAC meeting
19	FCCA Board Meeting

*Ralph is a true miracle*

*Need drivers*

*02/13/2026 – had 3 buses down*

Joseph D Hopkins  
Finney County Transit Director



Finney County Committee on Aging Board of Directors Meeting  
January 2026 Executive Director Report  
Alissa Rankin

**Activities**

- Attended Finney County Board of County Commissioners (FCBOCC) on 1/5
  - Share recommendation of Verlene Kunz and Shelley Stroup as new board members
- Watched FC BOCC meeting on 1/20
  - Gerry Schultz was appointed as commissioner liaison to FCCA
- Garden City Telegram Senior Showcase Column
  - Senior activities, menus, and brief article on how to write SMART goals for New Years' resolutions sent on 1/7 for 1/12 release
  - 1/19 release – no article due to snow storms
  - Senior activities, menus, and 2025 FCCA Year in Review for 1/21 and 1/26 release
  - Senior activities, menus, and program highlight of RSVP Tax Services for 1/28 and 2/1 release
- Meetings with Board Directors
  - 1/7 – Lunch with Carol
  - 1/8 – Meeting with Nathan
  - 1/8 – Lunch with Jennifer
  - 1/8 – Coffee with Kathy Pool and Shelley Stroup
- Attended Eldercare Advisory Committee meeting on 1/13
- Commodities on 1/28 – 16 households and 27 people served
- Attended Finney County Health Coalition / LiveWell Finney County meeting on 1/27
  - Community Health Improvement Plan
  - Introduced myself as new Executive Director
  - Met Gerry Schultz

**Building**

- Building Maintenance
  - Women's bathroom exhaust fan - 1/15
  - Upcoming:
    - Room partition track came off of ceiling
    - Light in men's bathroom
  - DRAFT Annual Maintenance Plan – Attached for review
- Snow Days:
  - 1/16 (closed early), 1/23 & 1/26
    - No snow removal for three separate storms
  - Previous monthly fee of \$300 paid to A & W
  - Called multiple locations to get snow/ice removal – Pro-Cut charged one-time fee of \$1,500
- Addition Campaign

**Staff**

- Payroll staffers about the merit-based raises on 1/14
- Payroll cross-training with Hilary
- 1-on-1 meetings on 1/7, 1/22, 1/28, 1/29



Finney County Committee on Aging Board of Directors Meeting  
January 2026 Executive Director Report  
Alissa Rankin

- Human Resources discussion with Kelly on personnel concerns

**TRANSIT**

- Jumai resigned and last day was 2/5
- Dean and Ray are unable to drive due to health-related concerns
- Dispatcher Sue's last day was 1/14
- Posted new driver position

**Other**

- Attended Finney County Community Health Worker meeting with Birgit Lemke from the Kansas Department of Health and Environment on 1/13/26. Shared about Transit and Senior Center services available.
- Met with Alzheimer's Association representatives out of Dodge City and Wichita to explore services offered in Western Kansas. This was at the request of a senior caretaker.
- Western Kansas Community Foundation grant application cycle opened on 1/19. Alissa and Caroline brainstormed for a program to submit for the grant application. In final application writing processes for a new educational course for people who are widowed. The multi-week course will target newly widowed or previously widowed individuals, offering:
  - Project Name: "The Next Chapter: A practical guide after loss"
  - Amount Requesting: \$11,625.00
  - Educational Sessions Including:
    - Understanding benefits and insurance
    - Organizing paperwork and essential documentation
    - Adjusting daily routines and cooking for one
    - Identifying local resources
    - Social security
    - Social engagement
    - Greif or peer-support resources
  - Support group sessions
- Changed protocol for Kansas Legal Aid
  - No longer traveling to Garden/SWKS
  - New inquiries are forwarded to KLA and they contact the senior(s)

**Moving Forward**

- Beginning Society for Human Resources Management courses with Hilary
  - Competent Workplace Investigation Interviews
  -
- Staff headshots for both buildings and website
  - Seniors asked for short program list or job descriptions
- Transit Advisory Committee meeting on 2/17



# Quote: 15522

Revision: 1

Quote Date: 2/4/2026

Expiration Date: 5/5/2026

**Bill To :** 9105  
Finney County Transit  
1008 N. 11th St  
Garden City, KS 67846  
United States of America

**ShipTo:**  
Finney County Transit  
1008 N. 11th St  
Garden City, KS 67846 United States of America

**Payment Terms:** Pre-pay or Credit App Req'd  
**Currency:** USD

**Shipping Method:** Best Way  
**Freight Terms:** ExWorks Woodinville, Wash.

Line	Qty	Item	Description	Cust Item ID	Unit Price	Ext. Price
1	1	101082	Apex 2 Bike Rack, Stainless Steel, Anti-Glare Finish		\$1,187.00	\$1,187.00
2	1	100401	Ford Backing Plate, Vented, Black		\$266.00	\$266.00
3	1	101432	BOLT KIT - FORD 2021-Present E350/450 Vented Bracket		\$317.00	\$317.00
4	1	101252	Pivot Plate Assembly, Apex 2, Includes Ford Mount Plate		\$466.00	\$466.00
					<b>Total :</b>	\$2,236.00
					<b>Freight :</b>	\$327.05
					<b>Total Extended Price :</b>	<b>\$2,563.05</b>

UNLESS OTHERWISE NOTED, FREIGHT AND TAXES (IF APPLICABLE) ARE ADDITIONAL CHARGES THAT WILL BE BILLED WHEN INVOICED. Quoted prices are valid for 90 days or until the end of the year, which ever is shorter; Pricing will be honored for product shipped up to 120 days after the quotation. Please contact us for an update for delivery requests that exceed 120 days. All freight quotes supplied are estimates and subject to change after 30 days. Terms and conditions of sale: <https://www.sportworks.com/terms-and-conditions-of-sale>

**Please Note:**

**Lead Time:** Manufacturing lead times vary based upon quantity ordered and other factors, and will be confirmed after your order is placed.

*To proceed with your order, please supply your purchase order OR sign and return this quote to: [sales@sportworks.com](mailto:sales@sportworks.com)*

**Name:** \_\_\_\_\_ **Authorized Signature\*:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PO No.:** \_\_\_\_\_

\* Your signature indicates: (1) You are authorized on behalf of the purchasing organization, and accept the terms and conditions of this transaction; (2) Sportworks is authorized to proceed with the order as stated; (3) You have confirmed the accuracy of the information supplied (quantities, shipping address, etc.)

Daily Maintenance Schedule for FCCA, Inc.	Employee / Contractor / Organization
<b>Interior</b>	
Inspect entrances & bathrooms	Jessica
Inspect kitchen & pool room	Caroline, Teresa, Chris
Inspect bathrooms	Alissa
Inspect craft room, computer area, board room, library	Jessica
Clean floors, restrooms, and high-touch surfaces	ServiceMaster Clean
Check lighting and replace lightbulbs as needed	Alissa, Hilary, Joe
Empty trash & recycling	ServiceMaster Clean
Monitor HVAC	Alissa, Hilary, Joe
Monitor exhaust fans (kitchen & bathroom)	Alissa & Caroline
Check fire exits & basement entry are unobstructed	Jessica & Caroline
<b>Exterior</b>	
Walk perimeter for hazards	Alissa, Hilary, Joe
Remove litter	Alissa, Hilary, Joe
Inspect doors, gates, fencing	Alissa, Hilary, Joe
Snow/ice removal as needed	Pro-Cut
Lawn care and gardening as needed	Pro-Cut
<b>Safety</b>	
Log incidents and hazards	Alissa, Hilary, Joe
Test emergency lighting indicators	Alissa, Hilary, Joe
Check security systems and cameras	Joe & Jessica

<b>Weekly Maintenance Schedule for FCCA, Inc.</b>	<b>Employee/Contractor/Organization</b>
<b>Mechanical &amp; Electrical</b>	
Visually inspect electrical panels	FCCA Staff
Inspect pumps (water/grease/oil/fire)	FCCA Staff
Inspect boilers/chillers	Unger's Heating and AC
Check generator fuel levels	
Inspect plumbing for leaks & turn off water, call Tatro	FCCA Staff & Volunteers
<b>Janitorial Deep Clean</b>	
Floors (machine scrub)	ServiceMaster Clean
Kitchens and food areas	ServiceMaster Clean
Auditorium & high-use spaces	ServiceMaster Clean
<b>Plumbing</b>	
Test backflow preventers	Tatro
Test floor drains	Tatro
Test sump pumps	Tatro
<b>Electrical</b>	
Test button on exit/emergency signs w/ladder	FCCA Staff
Test emergency lighting	3G Electric/Fire Marshall?
Test exit signs	3G Electric/Fire Marshall?
Inspect UPS systems (cyber power)	FCCA staff - all computers
<b>Fire &amp; Safety</b>	
Test fire alarms	Fire Marshall
Test smoke detectors	Fire Marshall
Visually inspect fire extinguishers	Fire Marshall
<b>Exterior</b>	
Inspect visible area of roofing	FCCA Staff
Inspect gutters and downspouts	FCCA Staff
Inspect façade for cracks or water ingress	FCCA Staff

Monthly Maintenance Schedule for FCCA, Inc.	Employee/Contractor/Organization
<b>Mechanical Systems</b>	
Lubricate motors and bearings	annually - P1 w/general commercial mechanical
Inspect heat exchangers	Unger's Heating and AC
Test pressure relief valves	Tatro
<b>Building Envelope</b>	
Seal minor cracks	General Maintenance and/or maison
Inspect caulking and weatherstripping	General Maintenance and/or maison
<b>Security</b>	
Test access control systems	P1
Test intrusion alarms	Security Company or P1
<b>Fire &amp; Safety</b>	
Visually inspect fire extinguishers (tags & pressure)	FCCA

Seasonal Maintenance Schedule for FCCA, Inc.	Employee/Contractor/Organization
<b>Spring</b>	
Landscaping	Pro-Cut
Irrigation system startup	Pro-Cut
HVAC Filters	Unger's Heating and AC
Roof winter damage inspection	Pro-Cut
Lighting check (bulbs, switches, exterior lights)	FCCA Staff/Electrician
Pest control program	Southwest Pest Control
<b>Summer</b>	
Cooling system optimization	Unger's Heating and AC
Window cleaning	ServiceMaster
Asphalt repairs	Building Plans
Lighting check (bulbs, switches, exterior lights)	FCCA Staff/Electrician
Exterior painting	General Maintenance
<b>Fall</b>	
Heating system startup	Unger's Heating and AC
HVAC Filters	Unger's Heating and AC
Gutter cleaning	Douglass Roofing
Tree pruning	Pro-Cut
Lighting check (bulbs, switches, exterior lights)	
Storm drain inspection	Pro-Cut & Tatro
<b>Winter</b>	
Snow/ice management	Pro-Cut
Freeze protection for pipes	N/A
Entry mat replacement	UniFirst
Lighting check (bulbs, switches, exterior lights)	FCCA Staff/Electrician
Emergency generator readiness	Davis Electric (Cimarron)

**Annual & Semi-Annual Maintenance Schedule for FCCA, Inc.**

<b>Semi-Annual Tasks</b>	<b>Employee/Contractor/Organization</b>
<b>HVAC</b>	
Cooling to heating (seasonal changeover)	Unger's Heating and AC
Heating to cooling (seasonal changeover)	Unger's Heating and AC
Clean coils and ductwork	Unger's Heating and AC
Inspect dampers	Unger's Heating and AC
<b>Electrical</b>	
Infrared scan of panels (hot spots)	3G Electric
Load testing	3G Electric
<b>Fire Safety</b>	
Fire extinguisher pressure tests	Fire Marshall
Emergency drills	FCCA Staff
<b>Interior Finishes</b>	
Touch-up paint	General Maintenance
Inspect flooring wear	General Maintenance
Repair wall damage	General Maintenance
<b>Annual tasks</b>	
<b>Mechanical &amp; Energy</b>	
Full HVAC system service	Unger's Heating and AC
Boiler/chiller certification	Unger's Heating and AC
Energy audit	P1
Lubricate motors and bearings	P1
Calibration of Bulding Management Systems (BMS) sensors	P1
<b>Structural &amp; Exterior</b>	
Roof inspection (professional)	Roofer
Façade inspection (engineer if required)	General Maintenance
Parking lot resurfacing or sealing	Asphalt
Power washing building exterior	General Maintenance
<b>Electrical</b>	
Generator load bank test	3G Electric or manufacturer
Main breaker inspection	3G Electric
Lightening protection test	3G Electric
<b>Plumbing</b>	
Water heater descaling	Tatro
Sewer line camera inspection	Tatro
Grease trap cleaning	Specific industry
<b>Safety &amp; Compliance</b>	
Fire marshall inspection	Fire Marshall
ADA compliance audit	FCCA Staff or City Inspector or Building Inspector

**Annual & Semi-Annual Maintenance Schedule for FCCA, Inc.**

<b>Long-Term Capital Maintenance</b>	<b>Employee/Contractor/Organization</b>
<b>Asset</b>	<b>Typical Lifecycle (yrs)</b>
Roof membrane	20-30 years
A/C	15-25 years
Heaters	20-30 years
Flooring	10-20 years
Parking lot	15-25 years
Windows	30-40 years
Fire alarm systems	15-20 years